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8 UNITED STATES BANKRUPTCY COURT  
9 CENTRAL DISTRICT OF CALIFORNIA  
10 LOS ANGELES DIVISION  
11

12 In re

13 XXXXXXXXXXXXXXXX,

14  
15 Debtor.

16 XXXXXXXXXXXXXXXX,

17 Plaintiff,

18 v.

19 XXXXXXXXXXXXXXXX,

20 Defendants.

Case No. LAXX-XXXXX-ER

Adv. No. ADXX-XXXXX-ER

Chapter XX

**ORDER RE: COURTROOM  
PROCEDURES**

21 This adversary proceeding or evidentiary matter having been set for  
22 trial or evidentiary hearing for the week of XXXXXXXXX @ 10:00 a.m. it  
23 is hereby:

24 ORDERED that the following order shall apply to all matters set for  
25 trial or other proceeding in which evidence shall be taken:  
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27  
28

1  
2 1. Each party shall serve and exchange the following **not later**  
3 **than seven (7) court days prior to trial:** 1) a trial brief,  
4 2) a set of proposed findings of fact and conclusions of law,  
5 3) trial exhibits, 4) a list of trial exhibits and 5) a list of  
6 witnesses. Copies of the above must also be delivered **directly**  
7 **with Judge Robles' chambers not later than seven (7) court days**  
8 **prior to trial.** (See also paragraph 1(c)(ii) below).  
9

10 a. Contents of trial brief  
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12 i. The trial brief shall contain all those items set  
13 forth in Local Bankruptcy Rule 9013-2;  
14

15 ii. Unless otherwise ordered, the trial brief shall  
16 not exceed twenty (20) pages in length and shall be  
17 accompanied by a table of contents and table of  
18 authorities.  
19

20 b. Contents of Proposed Findings of Fact and Conclusions  
21 of law  
22

23 i. The contents of the proposed findings of fact and  
24 conclusions of law shall conform with Local  
25 Bankruptcy Rule 7052-1;  
26

27 ii. The proposed findings of facts shall not contain  
28 argument or facts for which there was no evidence

1 submitted. Each finding of fact shall be supported  
2 by a reference to an exhibit or to expected  
3 testimony.

4  
5 c. Trial exhibits (the following procedures govern  
6 all exhibits except those used for purposes of  
7 impeachment):

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10 i. There shall be sufficient copies of exhibits for  
11 the Court, all parties participating in the trial and  
12 the witness;

13  
14 ii. Only the Judge's copies of the exhibits are  
15 required to be delivered seven (7) court days prior  
16 to trial. Copies for the witness and opposing  
17 counsel may be brought to court on the date set for  
18 trial.

19  
20 iii. All copies of exhibits shall be pre-marked prior  
21 to lodging with the Judge's chambers and shall  
22 conform with the exhibit list. Exhibit tags are  
23 available from the courtroom deputy. The exhibit tag  
24 shall be placed on the document so that it does not  
25 obscure any portion of the document. Otherwise, it  
26 may be placed on the reverse of the document;

1           iv. Plaintiff's (or Movant's) exhibits shall be  
2 identified numerically commencing with "Exhibit 1."  
3 Defendant's (or Respondent's) exhibits shall be  
4 marked alphabetically commencing with "Exhibit A"  
5 through "Exhibit Z." Subsequent exhibits for the  
6 Defendant shall be marked "AA" through "AZ", "BA  
7 through "BZ", etc. (see Local Bankruptcy Rules 1002-  
8 1(f) and 9013-2(b) and ;

9  
10          v. If a party has in excess of ten (10) exhibits, in  
11 addition to tagging the exhibit, that party's  
12 exhibits shall be placed in a three ring binder or  
13 binders. The exhibits shall be divided by a tab  
14 extending beyond the page on the right hand side and  
15 the tab shall bear the number or letter of the  
16 exhibit. If a party has less than ten (10) exhibits,  
17 each shall have an exhibit tag.

18  
19   2. **Demonstrative Evidence:** The Court encourages the use of sketches,  
20 models, diagrams, pictures, summaries, charts, and other demonstrative  
21 evidence. Summaries may be required by the Court in actions on account,  
22 preferences, or other issues involving voluminous documentation of  
23 financial transactions.

24  
25   3. **Courtroom Etiquette:** Opening statements, oral motions, questioning  
26 of witnesses and closing arguments are to be made from the podium.  
27 Permission must be obtained before approaching a witness. Counsel making  
28 an objection or addressing the court shall rise to be recognized.

1 Following these procedures will ensure that the electronic recording  
2 equipment shall accurately record these proceedings.

3  
4 **4. Counsel Tables:** Plaintiff or moving party should utilize the counsel  
5 table in front of and closest to, the witness stand. The defendant or  
6 responding party should utilize the counsel table furthest from the  
7 witness stand.

8  
9 It is further ORDERED, that plaintiff (or moving party) is to serve  
10 this order on all parties appearing in the adversary or other evidentiary  
11 proceeding and must file with the court twenty days from the date of this  
12 order a proof of service demonstrating that service has been made.

13  
14 It is further ORDERED, that failure to adhere to the above may result  
15 in those sanctions set forth in Local Bankruptcy Rule 9011-1, or such  
16 other sanction as the Court deems appropriate.

17  
18 Dated: \_\_\_\_\_  
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22 \_\_\_\_\_  
Ernest M. Robles  
United States Bankruptcy Judge  
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